NOTE: Updates indicated by shaded cells; new source systems indicated by bold italic Item #.					Data Retention Policy			
Item #	System	Subsystem	How is the data stored?	Where is the data stored?	Minimum On-Line	Minimum Off Line	Off Line Program - Current or Interim	STATIC Data?
1a	ACIS	Customer Data Base	FULL BACKUP - OC&C data is stored on tape for 20 months beginning June 2001. Complete Customer Database unloads, in raw data format, are generated and retained for 48 generations. Each generation equates to one month. Currently 4 years worth of raw Customer Database records are retained. Retention has recently been increased to 72 generations, or 6 years of history for Customer Database records. The Customer DB unloads will tell what the Customer was billed and have all supporting recurring information associated to an account. Online availability of Customer Database records is the most recent 12 months.	The data for the cutomer database backups is stored in the Acis TAPE room for the region that the file is produced. IL and WI data is found in the Riverfront Tape Room Chicago, IL. MI, IN, and OH data is stored in the Southfield Tape Room Southfield, MI.	2 months	3+ years	Current	Static
1b		Completed Order Image File	Generation dataset (flat file) that stores copies of orders as they appear when applied to update ACIS Customer Database	N/A	60 generations (approx. 2 months)	N/A	Current	Static
1c		Revenue Data Base	The revenue database is backed up on a weekly basis to an image copy (flat file). The weekly backups are retained for 45 days on each state's production region. The revenue database is not available on-line.	Applicable production region	45 days	N/A	Current	Static
1d		Bill Format Files	Generally, all key Format datasets have a 20 generation retention (30 days).	Data Center Southfield, MI Riverfront Data Center Chicago, IL	30 days	5 years	Current	Static
1e		Bill Inquiry Data Base	All datasets are retained for 20 cycles. Retention of the bills on Bills database depends on the type of account and whether or not the bill is in dispute. Specific account types and bills that are in dispute are retained longer, from a minimum of three months to multiple years.	Data Center Southfield, MI	3 months	5+ years	Current	Static
2	AEMS (Issue 7 - Preorder)		FULL BACKUP - Transaction Logs used for Performance Measures are retained in their full and complete form. Incremental Daily backups are retined stay on site for a week then are taken off site for two weeks. Monthly backups are retained on tape off site.	Issue 7-Data Center Southfield, MI LSOG4-Data Center Dallas, TX Tape Address: Data Center Detroit, MI	Transaction audit & logs - 90 days Transaction Data Files - 30 days Performance Measures Log - 90 days	Performance measure log and raw data retention extended to 12 months offline beginning 12/01.	Interim (Orignal Retention Policy - Transaction audit and logs - 180 days Transaction Data Files - Dictated by file system free space Performance Measures Log - 180 days)	Static
3	ALPSS		FULL BACKUP - Daily full backups od ALPSS WP database. CLEC Strategy group also captures CLEC Testing activity daily on CD (VIEWCOM in Lansing, MI) Sent to them via FTP.	(Akron)-Iron Mountain Offsite Data Storage Strongvile, OH (Pewaukee)-Iron Mountain Offsite Data Storage Itasca, IL	60 days	2 year weekly and 30 day daily effective 09/01	Current	Static
4	ANSIRS/CORAL		FULL BACKUP - Full monthly backups of CORAL data on tape in St. Louis.	Data is stored on tapes in St. Louis data center.	Monthly detail data for 1 year and monthly summary data for 5 years.	5 years.	Current	Static.
5	ARIS/EXACT		FULL BACKUP - ASR detail data is backed up on a weekly basis (Sundays). Actual application system data is cared for by a Disaster Recovery Plan. The retention period is 15 days.	Data is stored on tapes at the Akron Data Center in Akron Ohio.	10 months	3+ years	Current	Static
6	ASON		Service Order Performance File data is stored in a single file, one per state, updated daily, seven days a week.	Illinois and Wisconsin data is stored in the Riverfront data center. Indiana and Michigan data is stored in the Southfield data center . Ohio data is stored in the Southfield data center.	NA	4 days	Current	Static
8a			FULL BACKUP - Bill and CSR data is backed up in full to tape (backed up every day a bill cycle runs)	All CABS Bill and CSR information is kept on tape and resides in one of 3 sites: Wis. Is kept at the Pewaukee Data Center in Pewaukee Wis. The Illinois data is kept at the Riverfront Datacenter in Chicago Illinois and the	Permanently (no expiration date)	doesn't apply - all data from tape is available within 24 hours		Static
8b			FULL BACKUP - Service Order Completion Data (a subset of unprocessed data from original source); backed up daily		1 year	N/A		Static

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8c	CABS		FULL BACKUP - BDT backed up daily by ACNA	Mich., Ohio and Ind. Data is kept at the Brecksville Datacenter in Brecksville Ohio	Permanently (no expiration date)	doesn't apply - all data from tape is available within 24 hours	Current	Static
8d			FULL BACKUP - Recurring and Non-recurring rate data (a subset of unprocessed data from original source); downloaded to local server; backed up weekly.	Files are kept on a server with private directory.	Permanently (no expiration date)	doesn't apply - all data from tape is available within 24 hours		Static
9	CAMPS -BE		A full retention of the CAMPS-BE files on tape; data is migrated to tape after 2-3 days.	Illinois : Data Center CHICAGO, IL Wisconsin:Data Center PEWAUKEE, WI Michigan: Data Center SOUTHFIELD, MI Indiana & Ohio: Data Center AKRON, OH	2-3 days on disk	minimum of 1 year on tape	Current	Static
10	CAMPS - IXC		Our process is being updated to create backup files on tape with a retention period of 13 months. These files are a full backup of the usage and access data records that are sent to the CLECs. This backup is made to tape and does not include the pack header and trailer records.	Data Center AKRON, OH	2-3 days on disk	3+ months until 12/07/01 after which backup files are retained for 13 months.	Current	Static
11	Connect Direct		Complete information on transmissions available during online period; backup of Connect Direct transmissions logs done weekly by LAN administrator,with condition codes of transmissions only to tape.	Backup data stored in Wisconsin data center.	1 week	1 year	Current	Static
11.1	CORBA (LSOG 4 - PreOrder)		CORBA Log File data kept online for 4 months . Data sent daily to DSS and retained for 6 months	DSS	4 months	Log File Data sent daily to DSS and retained for 6 months	Current	Static
12	DSS		A backup copy of the DSS database is created at the time month-end performance measures are produced. This copy is written to tape and retained for 3 years.	Data is archived to tape and stored at Data Center in St. Louis, Missouri	3+ months	3+ years	Current	Static
13	EBTA		FULL BACKUP - Full Oracle database file system backup weekly. Daily incremental file system backups.	Data Center in Pewaukee, WI & Dallas, TX	21 days	1 year	Current	Static
13.1	EDI LSOG 4 (Order)		Flat files - Transactions - kept online for 3+ month and backed up to tape monthly, retained offline on CD for 3+ year. Servers backed up weekly for disaster recovery.	Stored at Orleans location , Chicago	3+ months	3+ year	Current	Static
14	FMOD DB		FULL BACKUP - Weekly full backup of FMOD DB. Data archived as system capacity requries. Current archive is 06/99 - 12/00. 1/01 - current is online.	**Server**- Milwaukee, WI . Differential daily backups of file server to tape (Disaster Recovery Backups - stored in Hoffman Estates, IL)	3 years (Archive database is available on-line)	3+ years	Current	Static
15	LISTING DB/Manual		Retained service orders for the manual measures are a full image of the customer request such as an address or phone number change.	Original service orders are retained in the Michigan Listing Services Production Center. In addition, images of all service orders are retained on microfilm.	Paper Documents	3+ years	Current	Static
16	LISTING DB/Mechanized - A10 Files for Ameritech and CLECs, TAB File, Work Assignment File, PARM file, COMP file		FULL BACKUP - Unique files created daily Monday through Friday including holidays and archived to disk and tape.	Illinois : Data Center CHICAGO, IL Wisconsin:Data Center PEWAUKEE, WI Michigan: Data Center SOUTHFIELD, MI Indiana & Ohio: Data Center AKRON, OH	1 day (primary disk) 2-5 days (reloads from secondary disk)	3 years. Effective 01/01/2002	Interim (Orignal Retention Policy- 250 Generations (Generation = 1 work day) on tape)	Static
17	LMOS HOST		FULL BACKUP - Image copies of customer records retained weekly via full backup. IMS log tapes retained for transaction detail. Extended Trouble Hitory is the long-term data retention mechanism.	Data is online. Files are kept on a server with private directory.	7 days	1 year	Current	Static

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18	LMOS - Extended Trouble History		FULL BACKUP - Kept permanently online and also image copied weekly	Data is online. Files are kept on a server with private directory.	3+ years	3+ years	Current	Static
19	LOC SCHEDULER		FULL BACKUP - Weekly backup of Oracle database file system. Daily incremental Oracle database backups. Daily backup of internal TN Event logs.	Data Center- Fort Worth, TX. Data is stored on server with private directory.	1 year	3 years	Current	Static
20	LOOP QUAL		FULL BACKUP - Database backup is retained on-line. An offline backup tape is generated montly.	St. Louis- Fairfield Data Center	90 days	1 year	Interim (Orignal Retention Policy)	Static
21	LSMS		FULL BACKUP - Weekly backup of Oracle database file system. Daily incremental Oracle database backups. Daily backup of internal TN Event logs.	Online backup data is stored on server disk at Data Center located in Northbrook, IL. Offline backups are stored on DLT tape located at Data Center in Northbrook, IL TN Event online log backups are located on server disk located at Center St. Louis, MO	90 days	1 year	Current	Static
22	MARCH		PARTIAL - Only POSACK is backed up. POSACK is the only MARCH data used for Performance Measurements.	POSACK source files stored via RRS.	1 day	3 years	Current	Static
23	MIHR		FULL BACKUP - MIHR database is backed up Daily**.**	MI- Southfield, MI OH-Akron, OH IN, IL, WI-Pewaukee, WI	1,000 days	3 years	Current	Static
24a	MOR/Tel	Archive	FULL BACKUP - All fields within the database are archived Every two months.	Stored on a server with a private directory	3 years	3+ years	Current	Static
24b		Backup	FULL BACKUP - MORTEL_ORDERS and MORTEL_DSS are dumped nightly to disk, and then to tape (as part of a full system backup).	Southfield, MI Data Center	1 day (disk)	28 days (tape), backup tape with last Sunday of month retained for 1 year	Current	Static
25	MTAS		FULL BACKUP - MTAS database is backed up Daily.	Data is stored on tape in tape pool. For IL and WI, Pewaukee WI, IN and OH is stored in Chicago IL , MI is stored in Southfield MI	1,000 days	3 years	Current	Static
26	NSDB		FULL BACKUP - full backups to tape taken weekly. Also, daily incremental change accum backups to tape.	IN, MI, & OH reside in Akron OH. IL, WI & MEAS reside in Pewaukee WI. Backup and archive tapes are handled by the operations groups in those locations.	90 days This refers to data that is archived to tape off of the Design Data/Circuit Detail, Image, & Line Record databases. Not the weekly database backup (image copy) tapes.	3+ years This refers to data that is archived off of the databases to a tape. Not the weekly database backup (image copy) tapes. Those are kept for 3 weeks.	Current	Static for both backup (image copy) data and archived data.
27	PAWS		PARTIAL - The data being retained is not a full backup, but the database files/records that contain the information pertinent to wholesale performance and tracking. This data is maintained for one year.	Data is online. Server located in Southfield, Michigan	1 day	1 year	Interim	Static
28	RBS		All live data retained online in internal system tables or on disk (daily transaction data). Online data is migrated to disk periodically. FULL BACKUP is made via ITO disasater recovery.	Southfield, MI Data Center	6 months (extended to 12 months effective 12/1/01)	1 year	Interim	Static
29	RRS		FULL BACKUP - Oracle database cold backup is taken every night except the days when the report generation or data loads require oracle to stay up through the night. This is stored to tape.	Tapes are stored at Data Center Southfield, MI	2 years	3 years	Current	Static

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Item #	System	Subsystem	How is the data stored?	Where is the data stored?	Minimum On-Line	Minimum Off Line	Off Line Program - Current or Interim	STATIC Data?
30	SOA		FULL BACKUP - Daily backup of all raw data. Monthly backup fo all raw data.	Riverside Data Center in Chicago, IL	3 years	3+ years	Current	Static for completed orders, Dynamic for pending orders.
31	SOI		FULL DATABASE ARCHIVE - Archive database retains service order data for one year. Service order data retained on-line 6-8 weeks before being archived. The ACIS Completed Order Image file is Generation dataset (flat file). It is retained for 60 generations or approximately 2 months.	Data is located at the North West Office Center (NWOC) in Southfield MI	6 weeks	1 year	Current	Static
32	TCNET (Issue 7 - Preorder)		FULL backup of Transaction Logs used for Performance Measures	Data Center Chicago, IL	Transaction audit and logs - 90 days Transaction Data Files - 30 days Performance Measures Log - 90 days	1 year effective 12/01	Interim	Static
33a	TIRKS	GOC	FULL BACKUP - GOC file (source of PM data) backed up weekly.	Backups reside in state specific LPAR	65 days	1 year	Current	Static
33b		Inventory	No Separate backup - production file created weekly with 2 previous copies of production file maintained in a GDG - C1 Inventory File (source of PM data)	N/A	C1 Inventory File data retained on-line for the life of the circuit	C1 Inventory File not archived for long term recovery but 2 weeks of data retained/ Extracted file vs. data location in TIRKS	Interim (Orignal Retention Policy - 2 weeks of data retained) - Currently working to extend off line retention of monthly backups to 1 year retention	Static
33c		Loop Length	No separate backup - production file created weekly with 2 previous copies of production file maintained in a GDG - Loop Length Data (source of PM data - subset of C1 Prep file)	N/A	Loop Length Data data retained on-line for the life of the circuit. .	Loop Length Data is not archived for long term recovery but 2 weeks of data retained	Interim (Orignal Retention Policy - 1 month of data retained) - Currently working to extend off line retention of monthly backups to 1 year retention	Static
34	VANTIVE		FULL BACKUP - Database is backed up weekly. A nightly export moves our data to ADSM Tape.	These tapes are moved offsite daily to ARCUS.	3+ years	3+ years (Disaster Recovery Procedures)	Current	Static
35	VERIGATE (Preorder)		Incremental backup taken each day. Data is retained off premis and in the tape silo for 14 days once deleted from disk.	Data Center Dallas, TX	14 days within the silo	14 days off prem	Current	Static
35.1	WEBLEX (LSOG 4 - Order)		Full Backup - Orders are available for online customer retrieval through the LEX GUI for 2 years after the last modification. Orders deleted b the customer or removed from online retrieval after 2 years of inactivity are maintained on the LEX database for an additional 2 years. Then the orders are moved to offline (tape) storage.	Tapes stored in Dallas Data Center in Texas	2 years (oldest AIT data available is 3/2001 - system deployed in AIT region at that time)	3+ years	Current	Static

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Item #	System	Subsystem	How is the data stored?	Where is the data stored?	Minimum On-Line	Minimum Off Line	Off Line Program - Current or Interim	STATIC Data?
36	WFA/C		INCREMENTAL BACKUP - Daily incremental change accum backups to tape - full backups to tape taken weekly.	IN, MI, & OH reside in Akron OH. IL, & WI reside in Pewaukee WI. Backup and archive tapes are handled by the operations groups in those locations.	90 days This refers to data that is archived to tape off of the SSC Circuit & Installation Admin databases. Not the weekly database backup (image copy) tapes.	3+ years This refers to data that is archived off of the SSC Circuit & Installation Admin databases. Not the weekly database backup (image copy) tapes. Those are kept for 3 weeks.	Current	Static for both backup (image copy) data and archived data.
37	WFA/DO		INCREMENTAL BACKUP - Daily incremental change accum backups to tape - full backups to tape taken weekly.	IN, MI, & OH reside in Akron OH. IL, & WI reside in Pewaukee WI. Backup and archive tapes are handled by the operations groups in those locations.	40 days This refers to data that is archived to tape off of the Work request & Service Order Image databases. Not the weekly database backup (image copy) tapes.	3+ years This refers to data that is archived off of the Work request & Service Order Image databases. Not the weekly database backup (image copy) tapes. Those are kept for 3 weeks.	Current	Static for both backup (image copy) data and archived data.
38a	ESOI (Summary Report)	Mechanized	Data is stored in a single file, one per state, updated daily, Monday through Friday.	Illinois and Wisconsin data is stored in the Riverfront data center. Indiana and Michigan & Ohio data is stored in the Southfield data center.	NA	2 years	Current Current going forward from 12/20/2001	Static
38b		Paper	Full Report kept by Performance Measures group		NA	3 years	Current	Static
39	FMOD Forms/ Emails/FAXs		Full documents kept by LSC	LSC-Milwaukee, WI	Paper Documents	3+ years	Current	
41	OSPE Internal Email		Full data kept in Outlook folder. Then archived to CD disk and kept in LSC	LSC-Milwaukee, WI	No set schedule. Data is archived based on capacity of Outlook folder. This will depend on size of documents transmitted.	3+ years	Current	Static
42	RESEND Spreadsheet		Full copies of monthly data filed locally by RBS support. Weekly backup of shared drive done by LAN administrator.	Fours years On server in St. Louis, MO Then converted to paper and stored an additional 3 years. This is kept in Des Peres, MO.	1 month	4 years	Current	Static